



## Physical Alteration Permit Application Requirements

### SINGLE FAMILY RESIDENTIAL INSTRUCTIONS

The Following Instructions **MUST** Be Completed Before Submitting Application:

1. Please press firmly when filling out your application to **insure** that **all** copies are **clear**.
2. The **Physical Alteration Permit Application** must be properly **completed** before submission. Make sure that **ALL** signature lines are **SIGNED** and **DATED**.
3. **Four (4) copies** of a clear sketch must be submitted on a separate sheet of paper. Please include the following on the sketch:
  - A. House Number and Pole Number
  - B. Dimensions or Distances (Frontage, Driveway Width, Etc.)
  - C. Tax Assessor's Plat and Lot Numbers
  - D. Daytime Phone Number
4. A letter **FROM** the **Building Inspector** or the **City Engineer** of the affected municipality stating that he/she has been apprised of the applicant's intention to make this change **MUST** be enclosed with the **Physical Alteration Permit Application**.
5. **Non state** residents must submit a **certified check** or **money order ONLY**.
6. FEE **\$100.00** - Mail Application with Attached **Check** or **Money Order Only** To:

Department of Transportation  
Attention: Engineering Section  
Highway & Bridge Maintenance  
360 Lincoln Avenue  
Warwick, RI 02888  
(401) 222-2378

Check or Money order **only** payable to: **RIDOT PAP PROGRAM**

**If the above is not followed, all submitted material will be returned with no action.**